

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Information Dissemination for the Visually Impaired

as requisitioned from the U.S. Government Printing Office (GPO) by the

Social Security Administration

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning February 1, 2004 and ending January 31, 2005, plus an optional 12-month extension period that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on January 23, 2004.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room B104, Stop PPSB, Washington, DC 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX NO. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>.

For information of a technical nature, call Linda Giacomo at (202) 512-2044 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (Rev. 8-02)).

In addition, the following documents and publications shall also apply. In the event of conflict between the documents and publications referenced herein and the content of this specification, the content of this specification shall be considered a superseding requirement.

Instruction Manual for Braille Transcribing, National Library Service for the Blind and Physically Handicapped.

English Braille American Edition 1994.

The Nemeth Braille Code for Mathematics and Science Notation.

Revised International Manual of Braille Music Notation 1997.

Guidelines for Mathematical Diagrams, Braille Authority of North America (BANA).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV
- (b) Finishing (item related) Attributes -- Level IV

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I
- (b) Destructive Tests - Special Inspection Level S-2

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension in Publication/Camera Copy

Braille publications will be evaluated for: accuracy of content; conformance with Braille codes; technical specifications; size and spacing of Braille dots, cells, and lines; quality and size of paper; margins; number of cells per line; number of lines per page; numbering; pages per volume; and binding.

SUBCONTRACTING: The predominant production function is Braille transcription and Braille page duplication.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed two (2) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to January 31, 2005, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending October 31, 2003, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" and various jacket numbers for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from February 1, 2004 through January 31, 2005, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued"

for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

PAYMENT: Immediately upon completion of a print order, the contractor shall submit an itemized statement for billing to the ordering agency's address indicated under "SCHEDULE" for examination and certification as to the correctness of the billing. After agency certification, vouchers will be submitted to the U.S. Government Printing Office for payment.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of Braille publications and disks from the following furnished sources: printed pages, disks, and/or audio cassette tapes and require such operations as transcribing from the furnished source into Braille Grade II characters, Braille page or disk duplication and reproduction, ink printing, binding, packing, and distribution.

TITLE: Information Dissemination for the Visually Impaired.

FREQUENCY OF ORDERS: Approximately 5 to 20 orders per year. Multiple orders (up to approximately five) may be placed on a single workday.

QUANTITY: Approximately 1 to 2,500 copies per order.

The projected frequency of orders and quantities stated above are based on historical data, projections, and trends and should not be construed as a guarantee of the volume of work which may be ordered during the term of this contract. Contract requirements have been known to fluctuate greatly from year to year.

NUMBER OF PAGES: The majority of orders placed will require transcribing from 1 to 200 Government furnished pages into Braille pages and/or disks. An occasional order may require transcribing up to 1,000 furnished pages.

FINISHED SIZE: Braille publications shall not exceed 11" in height and 11-1/2" in width.

GOVERNMENT TO FURNISH: At the Government's option, any combination of the following may be furnished on individual print orders -

Printed pages (reprint and manuscript copy) to be transcribed into Braille for Braille page or disk duplication and reproduction.

Disk containing material to be transcribed into Braille for Braille page or disk duplication and reproduction. Disk will be 3-1/2", IBM compatible, formatted 360 KB using DOS 3.0 (or upgrade). Text will be standard ASCII, WordPerfect 5.1 (or upgrade), or Microsoft Word 7.0 (or upgrade) for conversion into Braille.

Audio cassette tape(s) which must be played and transcribed into Braille for Braille page or disk duplication and reproduction. Up to three audio cassette tapes may be furnished if the information document is not able to be contained on one tape.

Camera copy for ink printing of Cover 1 (or Self Cover 1 when separate cover is not required) to be reproduced at various focuses.

Distribution list containing recipient addresses with quantities indicated thereon. Contractor required to create recipient address labels from furnished distribution list.

Preadressed recipient address labels furnished on 13-1/4" wide, marginally-punched, gummed, continuous paper, perforated every 12"; each 13-1/4 x 12" segment contains 24 addresses (3 across and 8 down). Labels are not ZIP code sorted. Labels have quantities indicated thereon.

One reproduction proof, Form 905 (R. 8/95), with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc. (except GPO imprint, form number, and revision date, carried on copy or film), must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products in accordance with these specifications.

All orders will require the contractor to produce an extra sample disk of the transcribed, finished product. An occasional order may require up to 100 additional sample disks. The disk must be 3-1/2", IBM compatible, formatted 360 KB using DOS 3.0 (or upgrade). Text should be standard ASCII, WordPerfect 5.1 (or upgrade), or Microsoft Word 7.0 (or upgrade). The sample disk(s) is to be returned to the address listed under "SCHEDULE".

BRaille TRANSCRIPTION: Transcribing and reproduction will be required as ordered.

The contractor will be required to transcribe printed pages, disk, and/or audio cassette tape(s) into Braille Grade II characters and/or to disk in ASCII, WordPerfect, or Microsoft Word.

Contractor is responsible for performing all necessary proofreading to ensure conformity with copy submitted.

On occasion, an order will contain tabular material and charts or ASCII with formatting characters which must be converted into Braille.

When columns are present, the columns will be written in linear format. When columns fit on one page, they will be separated, where space permits, by leader dots (dot 5) for easy tracing by the reader. But, if space does not permit, columns should be separated by at least two spaces.

When material has too many columns to fit on one Braille page, the columns will be written in linear form and not on facing pages. Column I will begin at the margin followed by a colon, each succeeding column will be followed by a semicolon, and carryover lines will begin two spaces from the margin.

Column headings should only be given on the first page of columnar material, not on succeeding pages, unless the headings change.

Major headings that are centered in the print text should be centered in the Braille transcription, and the line preceding the centered heading should either be blank or there should be twelve colons centered on that line.

When a table of contents appears in the print text, it should also appear in the Braille transcription and disk so that the user can easily locate desired headings.

If there are lengthy phrases or sentences within a column, the material may be written in paragraph form.

When a single page within the print text repeats the title of the document and/or the section number and title, this should be omitted from the Braille transcription.

The text matter to be transcribed will be described as "*simple*" when it contains straightforward composition (textual matter) and "*complex*" when it contains extensive editing (tables, charts, forms, and graphics, or a combination thereof).

In the transcription to disk, page numbers and page headings will be required.

STOCK/PAPER:

Text - At contractor's option, white or light colored kraft material (may be paper or plastic) suitable for producing Braille products.

Cover - Covers will be required on products that require more than four (4) pages (after transcription). Cover stock for Braille books (front and back covers) should be heavy enough to prevent flopping over when handled or when standing on shelves.

PRINTING:

Cover 1 shall print in black ink. On all orders requiring a cover, Cover 1 will print the title of the publication, the number of parts or volumes, the publisher's name and address, and the publication number and date (when given). This information must be printed and embossed in Braille.

When covers are not required, page one will print the title of the publication, the publisher's name and address, and the publication number and date (when given).

BRILLE PAGE DUPLICATION: Reproduce transcribed Braille Grade II characters into "Interpoint" pages (face and back).

MARGINS: Suitable for Braille products.

BINDING: Various binding styles will be ordered as follows:

Four page products - Parallel fold on the 11" dimension.

Products transcribing into more than four pages - Bind on the 11" dimension.

At contractor's option:

Braille products up to and including 120 pages (60 leaves) may saddle-wire stitch in two places. Each product must contain complete 4-page signatures. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Maximum 120 pages (60 leaves) per book. Contractor required to produce as many volumes as necessary.

Punch 18, 3/16 x 5/16" rectangular holes, 9/16" center-to-center, on the 11" side. Bind text with suitable plastic combs of suitable capacity.

Punch suitably on the 11" side and insert Wiro-O (or similar) type binding. "Wire-O" is a registered trademark of James Burn International.

PACKING:

Bulk Deliveries –

Pack in shipping containers.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

Pallets are required for shipments to GPO only.

Mailed Shipments –

Insert single or multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processed through the U.S. mail system or a small package carrier delivery system.

LABELING AND MARKING:

Bulk Deliveries –

Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

Mailed Shipments –

The contractor must label each package "*Free Matter for the Blind*" and affix a recipient address label (either furnished or created by the contractor) to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and containers.

INSPECTION SAMPLES: One production copy of each print order must be delivered to the following address: Social Security Administration, Attn: Ken Wetzelsberger, 1352 Annex, 6401 Security Boulevard, Baltimore, MD 21235.

These copies will be considered sample copies and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which this sample was ordered. The contractor must comply with the shipping schedule regardless of this requirement for these inspection samples. The contractor will be notified of the test results only if there are deficiencies.

QUALITY ASSURANCE RANDOM COPIES: In addition to the inspection sample, the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to approximately three addresses within the commercial zone of Baltimore, MD and approximately three addresses within the commercial zone of Washington DC. Inside delivery to room number specified is required.

Entrance to the receiving platforms for the two delivery destinations at the Social Security Administration have maximum height clearances. It is the responsibility of the contractor to provide shipment to the platforms as follows:

6301 Security Boulevard, Baltimore, Maryland 21235 - 13' 6"
6401 Security Boulevard, Baltimore, Maryland 21235 - 13' 3"

When required, mail balance f.o.b. contractor's city.

Complete addresses and quantities will be furnished with the print orders.

All mailing shall be made at the "*Free Matter for the Blind*" rate. The contractor is cautioned that "*Free Matter for the Blind*" labeling may be used only for the purpose of mailing material produced under this contract.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Upon completion of each order, all furnished material must be returned to the address listed under "SCHEDULE".

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and delivered to: Social Security Administration, Attn: Ken Wetzelsberger (410) 966-7109, 1352 Annex, 6401 Security Boulevard, Baltimore, MD 21235. Inside delivery required.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

SCHEDULE REQUIREMENTS FOR ORDERS FURNISHING PRINTED PAGES OR DISK TO BE TRANSCRIBED INTO BRAILLE PUBLICATIONS OR DISKS:

<u>Number of Furnished Pages (Before Transcription)</u>	<u>Number of Workdays for Complete Production and Distribution</u>
1 - 200 Pages	15
Over 200 - 500 Pages	30
Over 500 - 1,000 Pages	60

SCHEDULE REQUIREMENTS FOR ORDERS FURNISHING AUDIO CASSETTE TAPE(S) TO BE TRANSCRIBED INTO BRAILLE PUBLICATIONS OR DISKS:

Complete production and distribution must be made within 30 workdays.

The contractor is required to submit one legible copy of the billing invoice to the following address within 10 workdays after the ship/delivery date: U. S. Government Printing Office, Term Contracts Division, Section B, Stop PPC, Room A-843, North Capitol & H Streets, NW, Washington, DC 20401. Attention: Linda Giacomo.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified and all mailed products must be delivered to the Post Office.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of delivery or shipment. Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES".

	(1)	(2)
I.		
	(a) 572	3,942
	(b) 1,512	2,356
	(c) 16	162
II.	112	
III.	12	
	(1)	(2)
IV.	12	105
V.		
	(a) 120	
	(b) 60	
	(c) 272	

THIS PAGE IS INTENTIONALLY BLANK.

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for mailed shipments and f.o.b. destination for deliveries within the commercial zones of Baltimore, MD and Washington, DC.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

The majority of this contract will involve transcription of straightforward composition (textual matter). Each order will require the contractor to bill under I. BRAILLE PAGE DUPLICATION AND BINDING and/or II. DISK DUPLICATION AND REPRODUCTION, as required. In addition to straightforward composition, an order may require transcription of pages involving complex editing (tables, charts, forms, and/or graphics). Charges for complex transcription is an additional charge and must be made under III. COMPLEX TRANSCRIPTION, if applicable.

I. BRAILLE PAGE DUPLICATION AND BINDING: Prices offered shall include the cost of all required materials and operations necessary, including all required paper, transcription, Braille page duplication and binding, for the production of Braille publications, in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Braille page duplication (transcribing from printed pages).....per Braille page.....\$_____		\$_____

- (b) Braille page duplication
(*transcribing from disk*).....per Braille page.....\$_____ \$_____
- (c) Braille page duplication
(*transcribing from cassette tape*).....per Braille page.....\$_____ \$_____

(Initials)

II. DISK DUPLICATION AND REPRODUCTION: Prices offered shall include the cost of all required materials and operations necessary for the duplication and reproduction of Braille-coded disks (including extra sample disk(s) as described under "CONTRACTOR TO FURNISH"), in accordance with these specifications.

Production of Braille-coded disks
from furnished sourceper disk.....\$_____

III. COMPLEX TRANSCRIPTION: Prices offered shall include the cost of complex transcription from furnished source. Text matter is described as "complex" when it contains extensive editing of tables, charts, forms, and/or graphics. **This additional charge is authorized only for pages involving "complex" transcription as described above.**

Any charge made under line item III. Complex Transcription must be supported by a statement outlining in detail the justification for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to determine the acceptable amount of charge for this line item.

Complex transcription.....per page.....\$_____

IV. PRINTING: Prices offered shall include the cost of all required materials and operations necessary for the ink printing of cover, in accordance with these specifications. Prices offered are not to include the cost of paper. Paper will be charged for under Section I.

<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
--	--

Per cover and/or cover page..... \$_____ \$_____

V. PACKING AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of kraft envelopes, cushioned shipping bags, shipping bundles, containers, pallets, all necessary wrapping and packing materials, and labeling or marking, in accordance with these specifications.

- (a) Single or multiple copies in kraft envelopes
(up to 200 leaves).....per envelope.....\$_____
- (b) Quantities over 200 leaves, up to 12 pounds,
in cushioned shipping bags or wrapped in

shipping bundles (maximum gross weight 14 pounds)
.....per bag or bundle.....\$_____

(c) Quantities over 12 pounds, up to 36 pounds,
wrapped in shipping bundles or packed in
shipping containers, at contractor's option
(maximum gross weight 40 pounds)
.....per bundle or container.....\$_____

(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4.-SCHEDULE OF PRICES,"
initialing or signing each page in the space(s) provided. Submit two copies (original and one exact
duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910, "BID" form. Do
not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will
prevail.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

